Vacancy Announcement
45-2010

OPEN TO: **All Interested Candidates**
POSITION: **Computer Operator, FSN-7*; FP-07****
OPENING DATE: **November 28, 2010**
CLOSING DATE: **December 12, 2010**
WORK HOURS: **Full-time; 40 hours/week**
COMPENSATION: **DZD 785,264* (Grade 7)**

***This represents the total annual compensation including salary, bonus and benefits.
Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The U.S. Embassy in Algeria is seeking an individual for the position of Computer Operator in the Information System Office.

BASIC FUNCTION OF POSITION

This position is one of three computer support employees reporting directly to the Information Security Officer (ISO). This position is responsible for primary support for all of the equipment that makes up the unclassified computer network within the Embassy. This includes servers, routers, hubs, mass data-storage devices, virtual private network (VPN) connections, and other hardware and software which make up the network infrastructure for more than 180 computer workstations. The incumbent is responsible for supporting both the (SBU) Sensitive but Unclassified and Internet local area networks. As the official means of communicating with the Department of State Main Office, the SBU network is mission critical and this position is relied upon heavily to keep the network operational with minimum down time.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: AA degree (or local equivalent) in Computer Science,

Information Systems Management with emphasis on information technology is required. BS degree in Computer Science is preferred but not required. A+, Network+, MCSE Windows 2003 certifications will be required during employment with the U.S. Embassy.

2. Prior work experience: Three years experience of a technical or business nature and at least two years as a systems technician. One year of working in an English language environment is preferable.

3. Language Proficiency: Level III English, Level IV French and Arabic are required.

4. Other criteria: In-depth knowledge of working local area networks (LANs) to include hubs, switches, etc., along with a practicable knowledge of CAT5 and fiber optic cable wiring. The candidate must have a thorough knowledge of system analysis and design, computer equipment and software, programming, system/program documentation techniques. After employment the position will get familiarity with Embassy IT policies and objectives, along with standard business and management principles.

5. Other Skills and abilities: The candidate must be able to research and analyze techniques of programming in one or two programming languages. The candidate must also have strong communication and interpersonal skills.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members who currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

 Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
    - Current Resume. A current resume or curriculum vitae that provide the same information as a DS-174.
    - Letter of Interest. You must attach to the letter:
        o   References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
        o   Indication as to whether you are currently employed with the embassy;

and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).

2. Proof of education.
- Copies of relevant diplomas or degrees (as required) by the position.
- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
- All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Office).
- Can be submitted if selected for an interview.

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: December 12, 2010

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**
Attention: Computer Operator, Vacancy Announcement #45-2010
Point of Contact: Human Resources Office
For quickest reception fax to: 021-60-73-35
Post to: BP 408 16000 Alger Gare
E-mail to: **usembassyalgiers_app@state.gov**

Note: Only the best qualified applicants will be contacted for a test and an interview